

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: September 12, 2001

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: REIMBURSEMENT FOR USE OF STATE-OWNED VEHICLES

Under Section 42-11.3 of the General Laws, employees are required to reimburse the state for commuting use of state-owned vehicles.

The rates and the corresponding applicable periods are as follows:

<u>PERIOD</u>	<u>RATE</u>
July 1, 2000 through June 30, 2001	\$0.325
July 1, 2001 through June 30, 2002	\$0.345

Employees who commute in state-owned vehicles are required to reimburse the state on a monthly basis. They should make the check payable to "General Treasurer, State of Rhode Island."

You should record all reimbursements under the miscellaneous revenue account for your department/agency/fund.

Please contact me with any questions concerning this subject matter.

/hh
CFO:02-14